soundscommercial
your complete event partner

SOUNDS COMMERCIAL LTD
COVID-19 HEALTH & SAFETY POLICIES

ISSUE DATE: 12TH DECEMBER 2020

VERSION NO. 1

safe2attend supplier

For further information, please contact:
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Ongoing reviews and amendments will be made to each policy detailed herein to ensure all parties operate in accordance with the most up-to-date national and local government guidelines. All Employees, Freelancers and Interested Parties will be notified by email of any amendments made to this Covid-19 Policy document which can be obtained by emailing info@soundscommercial.co.uk

Ahead of any event or booking, all applicable Employees, Freelancers and Interested Parties will be emailed directly with the most up to date policy documents. Along with a bespoke, comprehensive and detailed RAMS document associated with each event or booking.

INTRODUCTION

Sounds Commercial require all Employees, Freelancers and Interested Parties to carefully read, agree, comply with and adhere to all policies and practices detailed within out Covid-19 Policy documents.

Our Covid-19 Policies are not only compulsory to qualify for work with Sounds Commercial – but are also enforced by government guidelines and law.

Where Sounds Commercial's Policy Statement (below) differs from local, national or regional Guidelines, Regulations and Laws - or where Sounds Commercial is operating under the instruction of an external Interested Party whose Policy differs from Sounds Commercial's, then the more stringent of the Guidelines, Regulations and Laws or Policies will apply.

SCOPE

All policies and measures detailed herein, applies directly to and must be followed to the letter by all Employees, Freelancers and Interested Parties operating under the instructions of or within the facilities of Sounds Commercial.

Any individual who is unable to comply with any element of Sounds Commercials Covid-19 policies must flag and address their contradiction immediately with the most senior member of Sounds Commercial for a risk assessment of any deviation from compliance.

DOCUMENT OWNER AND APPROVAL

Sarah Ross; Sounds Commercial's Managing Director is the owner of this Policy and is responsible for ensuring that it is reviewed by each delegated Procedure Manager in line with the Review requirements of the Standard.

The most current and up-to-date version of this document is available to all Employees, Freelancers and Interested Parties which can be obtained by emailing info@soundscommercial.co.uk

And is available via email upon request from any Sounds Commercial managerial staff.

This document is approved by Sarah Ross, Managing Director on the issue date shown and is issued on a version-controlled basis under her signature.

Signature:



Date:

12/12/2020

FACEMASK POLICY

REF: S2A_R1.1

Potential transfer of virus through droplets in the air from the mouth & nose is controlled by the use of a face covering by all individuals.

What a face covering is?

In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face.

Face coverings are not classified as PPE; which is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings.

Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).

Because face coverings are mainly intended to protect others, not the wearer, from coronavirus (COVID-19) they are not a replacement for social distancing and regular hand washing.

Face coverings are now compulsory across the UK.

All staff are expected to wear face coverings at all times while in the close vicinity of others.

POLICY ON REDUCING AIRBORNE TRANSMISSION

REF: S2A_R1.2

Potential transfer of virus through droplets in the air dispersed from the mouth & nose directly controlled by Social Distancing measures alongside our FACEMASK POLICY.

"Social distancing" means to follow the scientific data noting that the virus cannot travel over a 2m distance. Therefore - keeping people apart will help reduce the spread of coronavirus (COVID-19). Where possible, by using the following measures, all individuals will maintain 2m apart from any other individual:

- Use of floor tape or paint to mark work out areas
- Signage to remind people to keep a 2 m distance
- All individuals will work side-by-side rather than face-to-face
- All workstations separated to maintain minimum of 2m distancing between individuals
- Communication limited to electronic comms where possible (phone, messages, headsets)
- Limiting and directed movement of people

In any uncommon scenario where a 2m social distance is not possible to maintain, all individuals will take additional control measures to restrict the spread of Oral Transmission such as:

- Use of Perspex screens as barrier between people and workstations
- Each individual will where a face coving at all times when social distancing is unavoidable
- Time spent not adhering to the 2m policy will be monitored and limited to be as quick as possible
- Face to Face interaction between Sounds Commercial staff, its suppliers and clients will be limited to a dedicated point person to control mass interaction.

POLICY ON PERSON-TO-PERSON CONTACT

REF: S2A_R1.4

Potential transmission of the virus through exposure to direct Person-to-Person contact between individuals.

Physical, person to person contact is completely restricted during the Covid-19 pandemic; unless circumstances are entirely unavoidable. In this instance, the following measures must be adhered to by both parties to ensure minimal risk of exposure.

- Zero direct skin contact between individuals
- Gloves must be worn at all times by both individuals
- Masks must be worn at all times by both individuals

We have additional measures in place to avoid other potential scenarios of direct contact between individuals. Such as:

- Seating arrangements are pre-planned and adhered to, to follow all government guidelines of social distancing.
- During the Covid-19 Pandemic, all payments are strictly restricted to contactless payments and bank transfers.
- During the planning stages of any event, our Technical Production team will carefully plot the use of all spaces associated with the event, to ensure social distancing can be adhered to at all times. As well as addressing any risk areas that require additional protection elements with the use of Perspex screening and traffic flow.

GUIDELINES ON PREVENTION OF TRANSMISSION

REF: S2A_R1.5
Potential transfer of the virus through individuals contact and dispersing of droplets on hard surfaces

Surfaces and belongings can become contaminated with COVID-19 when people with the infection touch them, or cough and sneeze near them - allowing droplets to remain on the hard surface.
In addition to our policies on FACEMASKS, ORAL TRANSMISSION & CONTACT – the following measures are in place and adhered to, to minimise additional risk of MANUAL TRANSMISSION.

- All individuals are required to following the most current government guidelines of regularly and thoroughly washing/sanitising their hands (instructional posters will be displayed and easily visible around offices, event spaces & bathrooms)
- Hand sanitising stations will be installed at convenient, socially distanced locations for all individuals
- Maximum natural ventilation levels will be utilised where possible; doors (not Fire Doors) and windows open in all occupied rooms.
- All individuals are instructed to put used tissues in the toilet straight away and wash hands afterwards.
- Catch It – Bin It – Kill It posters displayed and easily visible around offices and event spaces
- All individuals are encouraged to stay on site during breaks

Strict measures are also in place and adhered to by all individuals while in contact with Sounds Commercial equipment.

- During the preparation stage of a booking - all individual equipment, cases & vehicles due to be used; will be thoroughly sanitised and disinfected by a Sounds Commercial technician wearing gloves and a face covering.
- During set up stage of an event – all shared surfaces will be sanitised and disinfected by a Sounds Commercial technician wearing gloves and a face covering before any individual is scheduled to use each item.
- Any staging or equipment that will used or come in close contact with multiple individuals – (such as Remote Clickers, Laptops, Lecterns, Furniture, Remote Controls, AV Equipment, Flipcharts, Marker Pens & Tool Kits - will be thoroughly sanitised and disinfected by a Sounds Commercial technician wearing gloves and a face covering between each user.
- All microphones supplied will be allocated for the sole use of a dedicated individual user. Where this is not possible, and a microphone must be shared – this microphone will sanitised and disinfected by a Sounds Commercial technician wearing gloves and a face covering between each user.
- After any booking or event, all equipment, cases & vehicles will be thoroughly sanitised and disinfected by a Sounds Commercial technician wearing gloves and a face covering.

COMMUNICATION POLICY

REF: S2A_R1.7

Details of Sounds Commercial's policy to keep all parties up-to-date with the most current policies and operational guidelines.

The most up-to-date Sounds Commercial Covid-19 policies are published on our website, as well as being distributed via email to all Employees, Freelancers and Interested Parties.

Sounds Commercial require all Employees, Freelancers and Interested Parties to carefully read, agree, comply with and adhere to all policies and practices detailed within our Covid-19 Policy documents.

Our Covid-19 Policies are not only compulsory to qualify for work with Sounds Commercial – but are also enforced by government guidelines and law.

Ongoing reviews and amendments will be made to each policy detailed herein to ensure all parties operate in accordance with the most up-to-date national and local government guidelines. All Employees, Freelancers and Interested Parties will be notified by email of any amendments made to this Covid-19 Policy document which can be obtained by emailing info@soundscommercial.co.uk

Ahead of any event or booking, all applicable Employees, Freelancers and Interested Parties will be emailed directly with the most up to date policy documents. Along with a bespoke, comprehensive and detailed RAMS document associated with each event or booking.

Any individual who is unable to comply with any element of Sounds Commercials Covid-19 policies must flag and address their contradiction immediately with the most senior member of Sounds Commercial for a risk assessment of any deviation from compliance.

In an event environment, printed copies of all policy documents are available onsite for all employees, freelancers and interested parties to refer to.

MANAGEMENT OF CONTAMINATED AREAS, SURFACES, EQUIPMENT AND MATERIALS

REF: S2A_R1.8

Details of Sounds Commercial's policy to manage the spread of the virus on contaminated areas, surfaces, equipment and materials.

In many environments and situations, single-use objects and materials will become contaminated (or potentially contaminated) through use by and contact with any individual. Such objects and materials include but are not limited to: used PPE, spent hand sanitisers, soiled cups, crockery, cutlery, discarded disposable tissues.

Contaminated objects and materials pose a Risk of Transmission if not sanitarily disposed of in a safe, hygienic and timely manner.

The procedures detailed below describes our policy to reduce the risk of spreading the virus on contaminated areas, surfaces, equipment and materials - and how frequently contaminated (or potentially contaminated) objects and materials are to be sanitised, safety and hygienically maintained or disposed of in accordance too government guidelines.

- Where possible – all equipment, materials & workstation surfaces will be isolated and allocated for the sole use of one dedicated individual. Said individual will sanitise and disinfect their designated area and equipment a minimum of twice a day - in accordance with the government guidelines, to ensure minimal cross contamination from zone to zone.
- In an event environment, Sounds Commercial will allocate a designated refuse area, located at a safe distance from the working-area.
- ANY single-use objects must be removed from the working-area by its user immediately after use - and disposed of safely & hygienically in the designated refuse area located away from the working-area.
- all shared surfaces will be sanitised and disinfected by a Sounds Commercial technician wearing gloves and a face covering before any individual is scheduled to use each item.

Each event or booking will have a unique list of Employees, Freelancers & Interested Parties. Therefor all individuals associated with an event will receive our latest up-to-date Covid-19 policy documents via email prior to any event or booking.

STAFF WELL-BEING POLICY

REF: S2A_R1.9

The Well-being of our Employees, Freelancers and Interested Parties is an essential part of company policy pre and during the Covid-19 pandemic.

Sounds Commercial pride themselves on supporting Staff with Health Issues of any kind.

During the Pandemic, Employees, Freelancers and Interested Parties who show symptoms of the Covid-19 virus need support and pose a Risk of Transmission to all individuals associated with any booking, event or day-to-day office based attendance.

Sounds Commercial has in place the programme described below to support the well-being of Staff.

- All Employees, Freelancers or Interested Parties are expected to follow the government guidelines and take part in the national Track & Trace system.
- Any Employees, Freelancers or Interested Parties who display Covid-19 symptoms will be instructed to immediately attend a national testing center.
  Any Employees, Freelancers or Interested Parties who have come into directed contact with said individual within the last 7 days will be directed to isolated until said individual has received their test results from the NHS.
- Any individual who has been directed to isolate by the national Track & Trace system are expected to inform their superior or contact at Sounds Commercial immediately – giving their team leader the most time possible to replace their responsibilities at the office, at a booking or an event - whilst said individual works from home and awaits clearance from the Track & system, or negative results from a national testing center.
- In any above scenario - the team leader at Sounds Commercial will liaise with all Employees, Freelancers or Interested Parties that have had direct contact with said person to instruct them to work from home and isolate until said individual has received their test results.
- If 'negative' test results have not been received before any booking or event – all affected individuals will be replaced by an individual who has not been affected by said exposure in order to safely deliver the booking/event.

All of Sounds Commercial's Covid-19 policies are designed to ensure and maintain the physical and mental wellbeing of our Employees, Freelancers and Interested Parties.

By complying and adhering to these policies, we are collectively taking every step possible to slow the spread of the virus. Ensuring that whatever our day-to-day work circumstances, we keep ourselves, our loved ones, and the nation safe from the spread of the virus.

SOCIAL DISTANCING POLICY

REF: S2A _R2.1_R2.2

Social Distancing (also known as Physical Distancing) has been endorsed, promoted and recommended as a key method of controlling and reducing Risk of Transmission by the World Health Organisation (WHO) as well as by numerous international, regional and national governments, authorities and bodies.

The scientific data studied indicates that transmission of Covid-19 is emphasised by close contact between individuals. As of the 18th October 2020, the national guidelines demand all individuals to maintain a 2m distance from any other individual everywhere possible.

“Social distancing” is based on the theory that the virus cannot travel airborne over a 2m distance. Therefore - keeping people apart will help reduce the spread of coronavirus (COVID-19).

Where possible, the following measures will be used to ensure that all individuals will maintain 2m apart from any other individual:

- Use of floor tape to mark out safe working areas
- Signage to remind people to keep a 2m distance
- All individuals will work side-by-side rather than face-to-face
- All workstations separated to maintain minimum of 2m distancing between individuals
- Communication limited to electronic comms where possible (phone, messages, headsets)
- Limiting and directed movement of people

AVAILABILITY OF POLICIES TO INTERESTED PARTIES

REF: S2A_R5.1

Details of Sounds Commercial's policy to keep all parties up-to-date with the most current operational policies and guidelines, and enforcement of communication there-in.

The most up-to-date Sounds Commercial Covid-19 policies are published on our website, as well as being distributed via email to all Employees, Freelancers and Interested Parties.

Sounds Commercial require all Employees, Freelancers and Interested Parties to carefully read, agree, comply with and adhere to all policies and practices detailed within our Covid-19 Policy documents.

Kieran Murphy; Sounds Commercial's Group Operation's Director - will regularly distribute the latest, up-to-date Covid-19 Policy documents to all Sounds Commercial employees.

Nick Connor; Sounds Commercial's Hire Manager - will regularly distribute the latest, up-to-date Covid-19 Policy documents to all Sounds Commercial Technicians & to each client before each booking.

Robbie Ashdown; Sounds Commercial's Project Manager - will regularly distribute the latest, up-to-date Covid-19 Policy documents and bespoke RAMS documents to all Employees, Freelancers and Interested Parties associated with each event.

Our Covid-19 Policies are not only compulsory to qualify for work with Sounds Commercial – but are also enforced by government guidelines and law.

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In an event environment, printed copies of all policy documents are available onsite for all employees, freelancers and interested parties to refer to.

MEDICAL CARE PROCEDURE

REF: S2A_R5.4_R5.5

Occasionally circumstances may occur whereby individuals require medical care or attention that is not readily available in the immediate vicinity or immediately available. In such circumstances Sounds Commercial Staff will follow the Procedure described below.

- In case of emergency, call 999 emergency services for assistance
- Inform the designated onsite first aider and the most senior Sounds Commercial staff member of the incident to assess the appropriate course of action.
- The senior Sounds Commercial staff member will manage any risks associated with the situation and ensure that all individuals affected by the incident are given the support and medical care required.
- The senior Sounds Commercial staff member will follow our incident procedure as outlined in our Incident Log policy.

All employees are expected to follow our Medical Care Procedure in the case of any emergency.

The most current and up-to-date version of this Policy is available to all Employees, Freelancers and Interested Parties which can be obtained by emailing info@soundscommercial.co.uk

INFORMATION, GUIDELINES, REGULATIONS AND LAWS UP TO DATE

REF: S2A_R5.6

This policy is a record of ownership of and responsibility for monitoring and reporting changes in Guidelines, Regulations and Laws so that Sounds Commercial's Policies, Processes, Procedures and Plans relating to Hygiene and Virus Control can be updated.

Sarah Ross; Sounds Commercial's Managing Director is the owner of this Policy and is responsible for ensuring that it is up-to-date with all national Covid-19 guidelines and will ensure that each policy is current.

- Monitoring relevant sources of Guidelines, Regulations and Laws.
- Assess the impact of any changes on Sounds Commercial's operations.
- Inform owners of affected Policies, Processes Procedures and Plans of changes.

The most current and up-to-date version of this document is available to all Employees, Freelancers and Interested Parties which can be obtained by emailing info@soundscommercial.co.uk

POLICY FOR DEALING WITH NON-COMPLIANCE

REF: S2A R5.7

In the event of witnessing non-compliance to any of Sounds Commercial's Policies, Processes, Procedures and Plans by Interested Parties, other individuals or other organisations (companies, Contractors, suppliers etc.) – said contradiction must be reported in the first instance to the most senior member of Sounds Commercial in the proximity of where incident of non-compliance is happening.

The most senior member of Sounds Commercial will immediately attempt to ensure that the incident is brought back in line with our policies and procedures.

In the process, the senior Sounds Commercial staff member will assess any risks or knock on effects that may have been caused by the incident - and take appropriate action to control any potential contamination.

The senior Sounds Commercial staff member will log any such incident in accordance with our Incident Log policy.

In the instance that the senior Sounds Commercial staff member cannot ensure that the situation cannot be brought back In line with our Covid-19 policies, or consequences of the incident cannot be satisfactorily resolved, they must immediately contact Sarah Ross, Sounds Commercial's Managing Director for consultation on the best course of action to ensure the safety of all individuals from potential contamination and spread of the virus.

COMMUNICATION WITH ENTITY

REF: S2A R5.9 (including R5.2)

The most current and up-to-date version of our policies is available to all Employees, Freelancers and Interested Parties which can be obtained by emailing info@soundscommercial.co.uk

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This document is approved by Sarah Ross, Managing Director on the issue date shown and is issued on a version-controlled basis under her signature.

All Authorities, Employees, Freelancers and Interested Parties can direct questions, queries to Kieran Murphy; Sounds Commercial Group Operations Director – k.murphy@soundscommercial.co.uk

Any individual who is unable to comply with any element of Sounds Commercials Covid-19 policies must flag and address their contradiction immediately with the most senior member of Sounds Commercial present for a risk assessment of any deviation from compliance.

HYGIENE AND VIRUS CONTROL POLICY

REF: S2A_3a_3b

Maintaining the measures and activities relating to meeting Sounds Commercial's Objective and Purpose as detailed within this policy are owned and controlled by Sarah Ross, Sounds Commercial Managing Director.

This includes but are not limited to:

- Our products and equipment
- Our services and individuals
- Our facilities
- Compliance of our Employees

While all efforts will be taken to ensure that the efforts of Freelancers and Interested Parties comply with our policies and procedures – there may be instances where said individuals or companies have their own methods and policies in place to comply with national guidelines.

In this instance – Sarah Ross or the most senior Sounds Commercial employee will liaise with the individual or company to ensure that (at minimum) all national guidelines are maintained and no actions will impact on the measures achieved by directly complying with the policies and procedures that Sounds Commercial have put in place.

Sarah Ross is responsible for ensuring that Hygiene and Virus Control Policies, Processes, Procedures and Plans are publicised and are included in all activities relating to the Purpose.

Individual Managers are responsible for adopting Hygiene and Virus Control Policies, Processes, Procedures and Plans that support the Objective in their departments by their staff.

Relationship Owners are responsible for ensuring that external Interested Parties are aware of and comply with Hygiene and Virus Control Policies, Processes, Procedures and Plans.

The most senior member of Sounds Commercial staff is responsible for assessing Risk where required.

Hygiene and Virus Control is a high priority for Sarah Ross & all Senior Management at Sounds Commercial.

Sarah Ross & all Senior Management at Sounds Commercial are committed from the highest level down to complying with the Principles and meeting the Requirements of the Safe2Attend Standard as a minimum to facilitate Hygiene and Virus Control in all its operations both internal-and external-facing.

CONTROLS

REF: S2A_P4c

All policies are reviewed on a weekly basis to ensure they comply with the most up-to-date national guidelines.

Any policy amendments will be Documented, Monitored and Reviewed in line with the Standard.

- Document – Record of a Control including Procedures and its relevance to the Objective.
- Monitor – Continual, on-going assessment of the effectiveness of a Control conducted in a live environment or post-event review followed by a revision, update or amendment as necessary.
- Review - Periodic or scheduled assessment of the effectiveness of a Control followed by a revision, update or amendment as necessary.

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ROLES AND RESPONSIBILITIES

REF: S2A_P5c

This section is a record of the Roles and Responsibilities allocated to Staff and Interested Parties by Sounds Commercial in relation to the Objective.

Name	Organisation	Role	Responsibilities	Date of Allocation
Sarah Ross	Sounds Commercial	Managing Director	Policy ownership and overall responsibility	12/11/20
Kieran Murphy	Sounds Commercial	Group Operations Director	Management of Policy distribution and communication	12/11/20
Robbie Ashdown	Sounds Commercial	Project Manager	Document Management	12/11/20